



Solicitation Information

17 Sept 04

RFP# B04305

TITLE: Operations Manuals – Public Water Systems

Submission Deadline: 20 Oct 04 @ 11:00 AM (Eastern time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 5 Oct 04 @ 12:00 Noon (ET). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov**

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Department of Health, Division of Environmental Health, Office of Drinking Water Quality (HEALTH), is soliciting proposals from qualified firms to assist small public water supply systems in using a template to develop system-specific Operation and Maintenance manuals, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-6867). This is a requirement only of the successful vendor.
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offerors proposal, and the proposed subcontractor(s) is identified in the proposal.
- All proposals should include the offeror's FEIN or social security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov
- The purchase of services under an award made pursuant to this Request will be contingent upon the availability of funds.

NOTICE:

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE **VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN **"A"** AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON **ALL** OF THESE LISTINGS TO GET THE **COMPLETE** PACKAGE.

The offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

SECTION 2 - BACKGROUND AND PURPOSE

Non-professionals operate many small Public Water Supply Systems. The Department of Health believes that such systems would benefit from having a competent engineering firm provide hands-on assistance in using a template to prepare their own Operation & Maintenance manual. The resulting manual will be system-specific, and include detailed maintenance schedules and contingency and emergency operations plans.

SECTION 3 - SCOPE OF WORK

GENERAL DESCRIPTION:

The contractor will assist selected small Public Water Supply systems in using a template to prepare system-specific Operations and Maintenance manuals (O & M Manual). Systems are selected for assistance under the Capacity Development Program within the Office of Drinking Water Quality (DWQ). The criteria for selection include a history of violations, a history of significant deficiencies noted during sanitary surveys, and demonstrated difficulty in correcting deficiencies. Systems are ranked by a committee of DWQ staff. For the purposes of this RFP, a small water system is a system that has a population of fewer than 500 consumers. The proposal should be based on a fixed price per system for all equipment, materials, supplies, labor and incidentals necessary to complete each O & M Manual and prepare and submit four copies of each final O & M Manual. Proposals shall be based on completing an O & M Manual for five (5) water systems per year for three (3) years, **not to exceed** thirty thousand dollars **(\$30,000) for the three (3) year term**, with an option to renew for an additional three (3) years at the same fixed rate per system. Any unspent funds from one year shall be carried forward and added to the next years funding and is subject to availability of federal funding. Payment will be made upon completion of each water system's O & M Manual.

The O & M manuals prepared for each system assisted shall be based on system-specific technical information. Each shall include a detailed description of the physical infrastructure of the water supply system, a system-specific Standard Operating Procedure, a detailed maintenance schedule, emergency operating procedure and a contingency plan.

REQUIREMENTS:

Listed below are the specific requirements:

Task 1. The contractor shall choose or prepare a template for a small public water supply system O & M Manual. This will be reviewed and approved by HEALTH before work on Task 2 is begun. The manual template shall include:

- a) a detailed description of each element of the physical infrastructure including source, treatment, storage and distribution (including a distribution system map in a common digital format (e. g. GIS shape file or CADD)),
- b) a daily, weekly, monthly, and yearly operations protocol and maintenance schedule, including flushing and inventory maintenance,
- c) an Emergency Operations Plan and a Contingency Plan, addressing both natural and human-induced emergencies and situations, such as loss of power, loss of supply, bacterial contamination, and chemical contamination, whether accidental or deliberate in nature.

Task 2. Using the template chosen and approved under Task 2, the contractor shall assist each of the systems identified by HEALTH to prepare a system-specific O & M Manual, addressing the specific needs of each public water supply system. The contractor will begin with a thorough review of all relevant documents relating to each of the specified water systems at HEALTH. The timeline shall be as follows:

1. HEALTH will make initial contact with each public water supply system and confirm intent to participate.
2. HEALTH will provide contractor with a "Notice to Proceed" along with relevant system documents.
3. Contractor will contact public water supply system within 1 month of receiving the "Notice to Proceed" and arrange for a site visit.
4. The site inspection will take place within 2 months of the "Notice to Proceed".
5. A draft O & M Manual must be submitted to the public water supply system and HEALTH within 3 months of the Notice to Proceed. All comments received within 4 weeks must be included in the final report.
6. Two copies of the final report must be submitted to the public water supply system and two copies to HEALTH within 4 months of the Notice to Proceed.

Task 3. The contractor shall provide both HEALTH and the public water supply system with a draft O&M Manual, review the plan in detail with both the supplier and with HEALTH, and make necessary modifications based on those reviews. The contractor shall then provide final copies as indicated below.

DELIVERABLES

1. The contractor shall provide 4 copies of each of the final manuals, to be distributed as follows: 2 copies to the public water supply system and 2 copies to HEALTH. In addition, the contractor shall provide an electronic copy, in Microsoft Word format, on cd, to HEALTH, and if so requested, to the public water supply system.
2. The contractor shall provide HEALTH with a digital copy of the O & M manual template chosen and approved under Task 2.

CONTRACTOR'S RESPONSIBILITY

The contractor will be responsible for providing all materials necessary, including templates, computer disks, etc., to implement the scope of work contained in this proposal.

The contractor will be responsible for providing all office space, equipment, etc. necessary to implement the scope of work contained in this proposal.

The contractor will be responsible for the cost of all travel and lodging required to implement the scope of work contained in this proposal.

SECTION 4 - PROPOSAL QUESTIONS & SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in a Microsoft Word format.** Please reference the RFP # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to the RFP. It is the responsibility of all interested parties to download this information. For computer technical assistance, please call the help desk at (401) 222-2142, ext 134.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover sheet of this solicitation. Proposals received after this time, as registered by the official time clock in the reception area of the Office of Purchases, will not be considered.

Proposals must include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.us.

2. A Cost Proposal reflecting the hourly rate, or other fee structure, proposed for the Scope of Services;
3. A separate Technical Proposal describing the qualifications and background of the applicant and experience with and for similar programs, as well as the work plan or approach proposed for this requirement; and
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.state.ri.us.

The Technical Proposal must contain the following sections:

Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualifications).

Work plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirements, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of the approach shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule, a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

Previous Experience and Background

This section shall include the following information:

- a) A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects, including documentation of experience in preparing templates for similar reports.

- b) A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and
- c) The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, call the MBE Officer at (401) 222-6253.

Proposals (an original plus eight (8) copies should be mailed or hand delivered in a sealed envelope marked "RFP #B04305: Operation Manuals for Public Water Systems" to:

| By Courier: | By Mail: |
|--|--|
| RI Department of Administration Division of Purchases, 2 nd Floor One Capitol Hill Providence, RI 02908-5855 | RI Department of Administration Division of Purchases P.O. Box 6528 Providence, RI 02940-6528 |

NOTE:

Proposals misdirected to other state locations or are not present in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases.

SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Sub-Committee that will evaluate and score all proposals, using the following criteria. The applicant must receive a minimum score of 50 points of the maximum 75 points of the technical proposal prior to any consideration being given to the cost proposal submitted.

- a) Previous experience of the firm and staff with respect to publishing technical reports, manuals and templates: (0 to 20 points).
- b) Experience of the firm and staff with respect to operation and maintenance of small public water systems: (0 to 20 points).
- c) Experience of the firm and staff in compliance with EPA and state drinking water regulations: (0 to 10 points).
- d) Quality of the work plan and the suitability of the approach and methodology for preparing Operations and Maintenance Manuals: (0 to 25 points).
- e) Price competitiveness of the proposal (calculated as lowest responsive cost proposal divided by this cost proposal : (0 to 25 points).

Notwithstanding the above, the State reserves the right to award on the basis of cost alone.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Contractor Services Selection Committee, which will recommend three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.